

Growing Your Sales by Selling to the Commonwealth

The Commonwealth of Virginia buys over \$8 billion in goods and services, including construction each year. This purchasing represents potential new markets and growth opportunities for businesses interested in selling to State Government. Historical information on what the state spends on products or services you sell, critical information on getting your business state-certified, and details on how to register on eVA are listed below:

Step 1: Find out who's buying what you sell.

Use the NIGP Look Up tool, located from the eVA website homepage (www.eVA.virginia.gov) on the left navigation, to assist you with finding commodity codes that describe the goods and/or services you sell.

The NIGP code is the numeric system used by the Commonwealth to categorize the products and services it purchases. Commodity codes are also used to tell eVA Buyers what you sell and to match you with bid opportunities.

The NIGP code structure is made up of main commodity code classes. Under each main class you will find numerous item commodity codes. The item code provides a more detailed description of specific products and/or services associated with that main commodity code class.

To find commodity codes that describe what you sell when you don't know your codes, start by entering a keyword(s). This is a simple keyword search, which means your search will return commodity codes with your keyword(s) in the description and only in the order the words were typed. (For example, *lighting equipment* might include keywords like *light*, *lamp*, *fluorescent*, *halogen*, etc.)

Now that you know your codes, find out if Buyers are using these codes to purchase!

Use eVA's free public reports, located from the eVA website homepage under Quick Links, Public Reports and PPEA Opportunities, to access spend information for all of the purchasing processed through eVA. These reports will tell you information like who's buying, who they're buying from (is it you or your competition), buyer contact information, prices being paid and more! For additional assistance using these reports, click on the link on the reports land page that says ATTN Vendors - click [HERE](#) to learn which report you should run!

Also additional help materials are available from the eVA website homepage under the *Vendor Resource Center* link and the *Training* tab.

Step 2: Evaluate upcoming opportunities and statewide contracts.

Search eVA's public posting board, Virginia Business Opportunities (VBO), for solicitations typically over \$50k. From the eVA website homepage under Quick Links click on Solicitations & Awards (VBO). You can search a variety of ways (keyword, agency/entity, status, categories, etc.) to find current bid opportunities.

Future business opportunities are also available from the eVA website homepage under Quick Links section on the eVA homepage by clicking, Future Business Opportunities. Search by either keyword or commodity code for general details about contracts being planned in the future, including estimated purchase date, buying agency, contact name and more.

You can also view existing statewide contracts and determine if one exists for your product/service by clicking State Contracts under Quick Links from the eVA website homepage.

Step 3: If you are a small, woman or minority owned business (SWaM), obtain state certification to be included in Virginia's initiative to increase access to state contracting for small firms.

Access the FREE SWaM certification web application at www.dmbe.virginia.gov Simply click on SWaM Certification to begin the eligibility and application process.

You may contact the Department of Minority Business Enterprise for information on certification.

Call toll-free in Virginia at 1-800-233-0671 or 804-786-6585 or email dmbe@dmbe.virginia.gov.



www.vdba.virginia.gov
vbic@vdba.virginia.gov



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Richmond, VA 23219
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1-866-248-8814

Step 4: Register on eVA, the state's electronic purchasing system (www.eva.virginia.gov). The registration is FREE.

What you'll need to register:

- Federal Tax Identification Number (TIN)-The 9 digit TIN or Social Security number that identifies your organization.
- DUNS number-Required for e-Commerce. This FREE 9-digit number is issued by Dun & Bradstreet and identifies unique locations within a given company.
- Addresses and Contact information
- Commodity Codes & Service Areas

eVA registration is FREE

For help with registration, go to www.eva.virginia.gov, click on the Vendor tab, then click the Vendor Sign-Up/Registration link. Click the Registration Quick Guide for registration instructions. The eVA Customer Care hotline can be reached by calling 1-866-289-7367

Please refer to the Billing tab on the eVA website for full details on fees.

Topic	Source	Telephone	Website/Email
Certification	Department of Minority Business Enterprise	1-800-223-0671	www.dmb.eva.virginia.gov
eVA Registration	Department of General Services	1-866-289-7367	www.eva.virginia.gov eVAcustomer@dgsvirginia.gov
DUNS Number	Central Contractor Registration	1-877-DLA-CALL	www.fedgov.dnb.com/webform
Supplier Assistance & Networking	Virginia Department of Business Assistance	1-866-248-8814	vbic@vdba.virginia.gov
State Purchase Card/Visa	Bank of America	1-800-228-5882	dstemail@bankofamerica.com

Step 5: Set up your ARIBA account.

ARIBA is the FREE order delivery system which allows purchase orders to route electronically to suppliers. From the eVA website homepage, click on the ARIBA button on the upper left navigation bar to register.

Step 6: Establish a "Catalog."

eVA offers suppliers the opportunity to create an electronic storefront for state and local buyers. Choose a Basic Catalog to create a general database spreadsheet of your products/services including descriptive information, or opt for a Punchout Catalog if you already have an internet site with shopping cart technology.

From the eVA website homepage, go to the Vendor tab and click How to Create Vendor Catalogs under the Creating Catalogs section.

Step 7: Maximize your cash-flow.

Get paid faster by accepting VISA, the Commonwealth's preferred purchase card. Suppliers get paid directly by the card issuer, rather than waiting 30 days for a check from the Commonwealth.

Step 8: Utilize an array of FREE services from the Virginia Department of Business Assistance, including:

- The Virginia Business Information Center (VBIC) provides assistance with starting a business, finding financing, and information on workforce training via live chat from the VDBA website (www.vdba.virginia.gov), by calling 1-866-248-8814, or emailing vbic@vdba.virginia.gov
- One-on-one counseling sessions with our Procurement Assistance staff.
- Supplier-Buyer networking events. Check the VDBA events calendar at www.vastartup.org to locate upcoming events around the Commonwealth.
- eVA Training - Free training on how to maximize your company's use of the eVA system at www.eva.virginia.gov (click on "eVA Training" on the left-hand margin)



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VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE
Connecting Businesses with Resources